



FIRST THINGS FIRST

The right system for bright futures

Request for Grant Application Amendment #1

Request for Grant Application No.: FTF-State-13-0414-00
Request for Grant Application Title: Capacity Building – Statewide
RFGA Release Date: May 2, 2012
Issuing Agency: Arizona Early Childhood Development and Health Board,
First Things First
Due Date: June 15, 2012
Receipt/Opening Location: First Things First
4000 N Central Avenue, Suite 800, Phoenix, AZ 85012
Contact: grants@azftf.gov
Fax (602) 265-0009

Intent: This amendment replaces the original ten-month planning phase with a seven-month planning phase. This amendment also provides additional detail on the deliverable that will be developed during phase 1 and used to determine eligibility for progressing to the implementation phase.

A SIGNED COPY OF THIS AMENDMENT SHALL BE RECEIVED AT THE ABOVE AGENCY LOCATION (PREFERRABLY WITH THE SOLICITATION RESPONSE) PRIOR TO THE DUE DATE AND TIME. IT IS NECESSARY TO RETURN THIS FORM ONLY IF YOU ARE RESPONDING TO THE SOLICITATION. THIS SOLICITATION IS AMENDED AS FOLLOWS:

Page 7, first paragraph:

Reads

Phase 1 will occur over approximately **ten (10) months** beginning September 1, 2012 and ending on **June 30, 2013**.

Should Read

Phase 1 will occur over approximately **seven (7) months** beginning September 1, 2012 and ending on **March 29, 2013**.

Page 7, second paragraph:

Reads

Total funds available are \$400,000 with \$100,000 available for the initial **ten (10) month** planning phase and \$300,000 available for a twelve (12) month implementation phase.

Should Read

Total funds available are \$400,000 with \$100,000 available for the initial **seven (7) month** planning phase and \$300,000 available for a twelve (12) month implementation phase.

Reads

At the close of phase 1, eligibility for consideration to move to phase 2 will be based on a review of the implementation plan and budget that aligns with the planned capacity building tactics and activities to be implemented. Not all applicants selected for phase 1 may be selected for phase 2. Successful completion of phase 1 is defined as submitting a plan that assesses the capacity building needs of FTF rural, urban, and tribal regions and presents a comprehensive plan and approach that aligns with and addresses the capacity building identified through the assessment and planning phase. The plan and approach should reflect cultural or regional considerations that may influence the capacity building strategy proposed for implementation.

Should read:

At the close of phase 1, eligibility for consideration to move to phase 2 will be based on a review of the capacity building approach and plan. The capacity building approach and plan will include the following:

- 1. Findings from phase 1 planning that include:**
 - a. the planning methods and processes**
 - b. presentation of the information collected**
 - c. interpretation of the information collected, statement of identified needs, and recommendations**
- 2. Capacity building strategy narrative that includes:**
 - a. a definition of the organizations/agencies that will receive capacity building services, e.g. agencies within a particular geographic region**
 - b. a description of the methods or services that will be used to build capacity, e.g. workshops, online tool kits, one-on-one technical assistance**
 - c. an explanation of how the methods or services were derived from the findings and why the methods or services will be effective with the defined organizations/agencies**
 - d. barriers to implementation and strategies for addressing barriers**
 - e. quantification of methods or services to be delivered, e.g. number of workshops, number of contacts with agencies, number of mentors trained**
- 3. Line item budget and budget narrative for phase 2**
- 4. Implementation plan for phase 2**

In determining eligibility to move to phase 2, the components of the capacity building approach and plan will be weighted as follows:

- 1. Findings from phase 1 planning (20%)**
- 2. Capacity building strategy narrative (30%)**
- 3. Line item budget and narrative (20%)**
- 4. Implementation plan (30%)**

Additional guidance on the capacity building plan will be provided to successful applicants in phase 1.

Not all applicants selected for phase 1 may be selected for phase 2. Successful completion of phase 1 is defined as submitting a plan that assesses the capacity building needs of FTF rural, urban, and tribal regions and presents a comprehensive plan and approach that aligns with and addresses the capacity building identified through the assessment and planning phase. The plan and approach should reflect cultural or regional considerations that may influence the capacity building strategy proposed for implementation.

Page 9:

Reads

FTF is seeking proposals that will conduct a **ten-month** planning process (phase 1). The planning phase will include:

Should Read

FTF is seeking proposals that will conduct a **seven-month** planning process (phase 1). The planning phase will include:

Page 9:

Reads

Preparing a **final report** for FTF that will present findings from the **ten-month** planning phase and a programmatic and financial approach for a twelve-month implementation plan (phase 2).

Should Read

Preparing a **capacity building approach and plan** for FTF that will present findings from the **seven-month** planning phase and a programmatic and financial approach for a twelve-month implementation plan (phase 2).

Page 11:

Reads

A high quality and detailed **plan** based on best practice in the field to increase capacity of service organizations to respond to FTF Requests for Grant Agreements and deliver contracted services.

Should Read

A high quality and detailed **capacity building approach and plan** based on best practice in the field to increase capacity of service organizations to respond to FTF Requests for Grant Agreements and deliver contracted services.

Page 42:

Reads

Complete a **ten-month** budget for the period of September 1, 2012 through **June 30, 2013**.

Should Read

Complete a **seven-month** budget for the period of September 1, 2012 through **March 29, 2013**.

Page 43:

Reads

Budget period: September 1, 2012 – **June 30, 2013**

Should Read

Budget period: September 1, 2012 – **March 29, 2013**

Page 44:

Reads

Please include one narrative that matches the **ten-month** line item budget categories.

Should read

Please include one narrative that matches the **seven-month** line item budget categories.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

**APPLICANT HEREBY ACKNOWLEDGES RECEIPT
AND UNDERSTANDING OF THE ABOVE
AMENDMENT.**

THE ABOVE REFERENCED SOLICITATION
AMENDMENT IS ISSUED THIS DATE
Wednesday, May 16, 2012

Signature

Date

Rudy Navarro

Fiscal Specialist

Typed Name & Title